



Richard E. Constable III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

JOB TITLE: TRACS Coordinator

ISSUE DATE: 11/12/13

RANGE: 11

Revised: 6/30/14

DIVISION: Contract Administration

CLOSING DATE: 8/1/14

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under supervision, is responsible for receiving and transmitting Tenant Rental Assistance Certification System (TRACS) files; responsible for troubleshooting problematic TRACS files and systematic occurrences within the software; ensure that HMFA developments satisfy the requirements of TRACS in accordance with HUD regulations; process subsidy vouchers for Section 8 properties. Maintain working relationship with RealPage, Inc., the HMFA software vendor, in resolving issues of conflict. Function as liaison between the Occupancy unit and their technical support team to resolve internal problems and development related issues. Assist on-site managers in the implementation of new updates and in the interpretation of error messages. Assist their technicians when required between their software interface with HFAMGR. Refer to the HMFA Information Technology Division, if necessary. Conduct comparison review of TRACS files to TRACS subsystem and transmission to the site. Attend out of state workshops/meetings where updates and updated software programs are offered on new TRACS regulations. Conduct training programs and meetings to share information learned with others who utilize the system. Coordinate and handle special project assignments from the Assistant Director of Property Management and/or Director of Management or Director of Contract Administration as designated. Generate written correspondence as required. Transmit tenant data to the Secure Connection and verify that the Section 8 sites maintain their compliance percentage to ensure receipt of HAP payments. Maintain and update the rent schedules in HDS. Train and assist all staff with the use and navigation of HDS software. Perform related duties as required.

MINIMUM REQUIREMENTS

EDUCATION/EXPERIENCE:

Four (4) year college degree; five (5) years of relevant experience.

Certificates & Licenses Required

A valid driver's license in the State in which the person resides is required only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Assisted Housing Manager Certificate, which certifies completion in training and passing course examination grade evidencing proficiency in the Occupancy Requirements of HUD Subsidized Multifamily Housing

SKILLS:

Knowledge of the Tenant Rental Assistance Certification System (TRACS) currently in place. Knowledge of HUD rules and regulations governing occupancy requirements in subsidized housing developments. Knowledge of HMFA statute and regulations. Ability to troubleshoot technical problems within the TRACS system and correct them. Ability to communicate effectively, orally, in writing and to listen actively. Ability to organize and accomplish multiple assignments simultaneously. Ability to maintain a positive work atmosphere in an appropriate manner of behavior that ensures cooperation and effective communication with customers, clients, peers and management.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858; E-MAIL: HRjobs@njhmfa.state.nj.us

The NJHMFA is an Equal Opportunity Employer in compliance with all Federal, State and Local Regulations. NJHMFA provides equal employment opportunity to both individuals with veteran status and individuals with disabilities.